



DEPARTMENT OF THE ARMY
U.S. ARMY WHITE SANDS MISSILE RANGE
100 Headquarters Avenue
WHITE SANDS MISSILE RANGE, NEW MEXICO 88002-5000

REPLY TO
ATTENTION OF

CSTE-DTC-WS-CG

16 OCT 2003

MEMORADNUM FOR Commanders, Directors, Office Chiefs of Team WSMR


SUBJECT: Policy Letter #8: Personal Use of Computers, Telephones, E-Mail, and Other Communication Resources

1. While the rules dealing with personal use of Government computer and communication resources by federal workers have been relaxed in recent years, there are still significant restrictions covering such use. I expect everyone at White Sands Missile Range to be aware of them.
2. Simply stated, the Joint Ethics Regulation allows federal employees to use these resources (e.g., e-mail, facsimile transmission, Internet access, and telephones) for "brief" personal communications during work hours. This authority includes, but is not limited to: banking transactions; checking in with family members; making appointments; or, the transmission of an occasional, short personal message.
3. During non-duty hours, federal employees must assure that this privilege is not abused. With this in mind, it is useful to keep in mind that the following activities are prohibited:
 - a. Any use which results in a direct charge to the Government (e.g., toll calls, connection fees, or fax transmissions requiring a toll call).
 - b. Any use for non-official group mailings, profit or non-profit business dealings, fund raising, or any political purpose. This specifically includes multiple address e-mail chain messages or letters and the transmission/receipt of unauthorized newsletters or "newspapers" using government telefax equipment.
 - c. Any use that would bring discredit on the U.S. Army, White Sands Missile Range, or our employees. This restriction requires the application of good judgment. Some obvious examples of bad judgment include use involving hate groups, pornography, racism, sexism, attacks against Government or other computer resources, and the use of obscene or abusive language.
 - d. Downloading or the installation of non-Government owned software and/or games without the written approval of the employee's supervisor and the Information Assurance Security Officer (IASO). Copying or using copyrighted software without regard to copyright instructions and Federal copyright laws.

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- e. Using personally owned computer hardware and software without the written approval of the supervisor and the IASO.
 - f. Conducting any official government business using an Internet Service Provider (ISP) such as AOL, Roadrunner, Zianet, AT&T, Flashnet, etc. Forwarding official mail to private accounts such as hotmail, yahoo mail. Official government business will be conducted using a Terminal Server Access Controller System (TSACS) account. ISP or web-based e-mail will only be considered when it is mission essential and no Army owned e-mail system is available.
 - g. Using up bandwidth and slowing the network for other users resulting in a denial of service. Some activities that use up Government resources and expose the WSMR network posing a security issue are: participating in chat activity over the Internet using Yahoo, Instant Messenger, MSN, or other chat software; visiting NAPSTER and similar file sharing sites; visiting foreign sites; visiting Internet sites for purely personal gain; playing games on the Internet; and listening to the radio over the Internet.
4. All employees must have DoD approved anti-virus software installed to provide protection against malicious programs that might be encountered. Upgrades to these programs should be installed as soon as they become available.
5. Finally, you should be aware that any use of Government communications resources, to include computer e-mail traffic, is with the understanding that such use is generally not secure, not anonymous, and serves as consent to monitoring and/or inspection by Range officials.
6. I expect supervisors to ensure that employees know and understand these rules. Supervisors must determine whether employee usage is reasonable and in accordance with this guidance. Violations of this guidance may result in disciplinary action taken under the Uniform Code of Military Justice for military personnel or negative action against civilian employees.
7. Please disseminate this policy to all personnel and post a copy on official bulletin boards.


ROBERT J. REESE
Brigadier General, USA
Commanding

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